

Copyright Chart

Adapted from "Copyright and Fair Use Guidelines for Teachers" by Hall Davidson

Media	Allowances	Details
<p>Printed Material as follows:</p> <ul style="list-style-type: none"> •Poems less than 250 words •Excerpt of 250 words from a poem greater than 250 words •Articles, stories, or essays less than 2,500 words •Excerpt from a longer work (10% of work or 1,000 words, whichever is less--but a minimum of 500 words) •One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue •Two pages (max) from an illustrated work less than 2,500 words (like childrens books) 	<p>Teachers may make multiple copies for classroom use.</p> <p>Students may incorporate text in multimedia projects. Teachers may incorporate into multimedia for teaching courses.</p>	<p>One copy per student. Usage must be: At the "instance and inspiration of a single teacher" and when the time frame doesn't allow enough time for asking permission. Nine instances per class per term (newspapers can be used more often). Don't create anthologies. "Consumables" can't be copied. Copying can't be substitute for buying. Copies may be made only from legally acquired originals.</p> <p>Teachers may keep multimedia for two years, after that permission is required. Students may keep in portfolio for life.</p>
<ul style="list-style-type: none"> •Portions of a work •A work if "the existing format in which a work is stored has become obsolete" 	<p>A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost or stolen"</p>	<p>The library must first determine that after "reasonable investigation that a copy...cannot be obtained at a fair price" or that the format is obsolete.</p>
<p>Videotape, DVD duplication</p>	<p>Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use.</p> <p>May be copied for archival purposes or to replace lost, damaged, or stolen copies.</p>	<p>The material must be legitimately acquired. It must be used in a classroom or similar place "dedicated to face-to-face instruction". Not for use as entertainment or reward. The use should be instructional. The place should be a non-profit educational institution. Licenses for entertainment or reward purposes may be obtained through: <i>Movie Licensing USA</i> <i>10795 Watson Road</i> <i>St. Louis, MO 63127</i> <i>www.movlic.com</i></p>

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Video for use in Multi Media Projects	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia," defined as 10% or three minutes (whichever is less) of the original "motion media" program.	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." <i>Tina Ivany, UC San Diego 12/08/95</i>
Video for use in Video Projects	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia."	The material must be taken from a legal copy acquired through legitimate sources.
Illustrations and Photographs	Single works may be used in their entirety, but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.	Older illustrations may be in the public domain, but the collection may be copyrighted.
Music	Up to 10% of a copyrighted musical composition may be reproduced, performed and displayed as part of a multimedia program produced by an educator or student for educational purposes.	Authorities site a maximum length of 30 seconds.
Computer Software	<ul style="list-style-type: none"> •Software may be installed on district machines only, including teacher laptops that may be checked out to take home. •Software may be installed on multiple machines. •Software may be copied for archival use to replace lost, damaged, stolen, copies. •Software can be distributed to users via a network. •Librarians may make archival copies. 	<ul style="list-style-type: none"> •Take aggressive action to monitor that copying is not taking place (for retention). •Only one machine at a time may use the program. •If unavailable at fair price or is an obsolete format. •The number of simultaneous users must not exceed the number of licenses. A network license may be required for multiple users.
Web Content	Images, sound files and video may be used in multimedia projects as long as they are legitimately aquired and do not violate the copyright rules of the site from which they were downloaded.	Resources from the web may not be reposted onto the Internet without permission. Only links to legitimate resources can be posted.

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Broadcast Television	Recordings made from broadcast television may be used for instruction.	Fair Use of broadcast television programs (such as ABC, CBS, Fox, NBC, PBS, UPN or WB) allows for recording of programs for education purposes with the following stipulations: •can only be used once with each class •must be used within 10 days of recording •must be erased after 45 days
Video recording of plays and concerts	No more than 15 seconds in length or 32 bars of music, whichever is less.	Unless otherwise stated in the purchase contract, video recording of a play or musical piece performed by ACSD students is prohibited.
Cable Television	Used by permission from publisher or through contract with "Cable in the Classroom."	For a complete list of programs available through "Cable in the Classroom," visit www.ciconline.org .
Use of Copyrighted Characters (Bugs Bunny, Mickey Mouse, etc)	Copyrighted images and trademarks such as characters should never be used without written permission from the actual publisher's attorneys (i.e.: Warner Brothers, Disney, etc.)	
In most cases, ACSD has negotiated the use of copyrighted materials that accompany curriculum purchased by ACSD.		
There are many royalty-free web sites featuring a "Creative Commons Licensing." CCL's feature a "some rights reserved" license and in most cases are royalty-free for most school projects. To search for royalty free content, go to: http://search.creativecommons.org OR http://copyrightfriendly.wikispaces.com .		